



How to Part-pay an Invoice

Overview

Invoices which need to be part paid can be entered as a Multiple Dissection Invoice.

This allows for the invoice data to be saved for the total invoice and paid by instalment.

A separate dissection is entered for each payment instalment.

Accounting > Enter Creditor Invoices, Multiple Dissection.

1. Enter the full amount in Invoice Total.
2. Enter the first instalment amount as the first dissection and set Invoice Status to PAY.
3. Save the dissection.
4. Process remaining dissections and select HOLD status where required. This will ensure that only the instalment(s) to be paid now will be included in the next payment run.
5. When the dissection amounts equal the Invoice Total the Process and Save button will be active to save the invoice.

Creditor Invoices - Multiple Dissection

EXIT

GST registered owners corporation selected

Enter Plan No. or Street Name or Body Corporate Name.

Strata Plan 4444
Chandos Towers
1 Chandos Street
ST LEONARDS NSW 2065

Last levy notices were printed on 03/06/2017.
Foxtel installed. Owners to pay for connection
2 quotes for repairs
Last levy notices were emailed on 03/06/2017.

Multiple entry to:

Creditor: **BETTA** Beta Slide Doors & Windows

ABN: GST Registered Pay by: Direct Entry

Invoice total: \$10,000.00 Invoice no: 556

Date due: 14/09/2017 Transaction date: 14/09/2017

Work Order (optional)

Amount limit: \$0.00
Already invoiced: \$0.00

Account	Description	Amount	GST	Status	Group
164600 Maint Bldg-Doors & ...	Instalment 1 - Window locks	5,000.00	454.55	Pay	None
164600 Maint Bldg-Doors & ...	Instalment 2	5,000.00	454.55	On Hold	None

Total due: \$10,000.00

Group: Expense Account: Show accts without budget

Group: Maint Bldg-Doors & Windows - Admin

Description: Instalment 2

Amount: \$5,000.00 GST: \$454.55

Invoice status: Hold Pay

Budget: \$0.00 Total YTD: -\$1,300.00

On Hold

Plan Number: 4444
Address: Chandos Towers, 1 Chandos Street, ST LEONARDS

	Admin	Capital Works	Total
Cash at bank	15,019.76	38,667.09	53,686.85
O/S invoices	4,222.40	NIL	4,222.40
Net cash	10,797.36	38,667.09	49,464.45
Reserve funds			NIL
Available cash	10,797.36	38,667.09	49,464.45
Total investments:			NIL
Group:			
Available cash	\$0.00	\$0.00	\$0.00

05/10/2017 2:32 pm AEDT